

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Tree Pruning or Removal Permits

Seattle Municipal Code requires that all persons who prune and/or remove privately maintained trees within the public right of way area obtain a street use permit. The City Arborist office issues the permit.

NOTE: a privately maintained tree is defined as any tree found growing within the public right of way area that has not been planted or is being maintained by the City of Seattle.

To obtain a permit, fill out the enclosed form and return it to the City Arborist office. If you are not the abutting property owner of the proposed work, you will need to include the signatures of all adjacent neighbors who will be affected. The signatures should demonstrate that the adjacent neighbors approve of the proposed project. The Arborist Office can help you locate the names and addresses of those neighbors if you are uncertain of who to contact.

The City Arborist or a representative will:

1. Visit the proposed work area to verify the extent and type of work to be done, including the types, number, and location of trees to be pruned or removed.
2. Require that all work will be done according to Seattle Transportation's Tree Pruning Guidelines and that all contracted work be performed by a qualified tree service company.
3. Tree pruning permits are free if no specialized equipment is utilized. A deposit of \$450.00 may be required. The deposit is refundable if the work has been completed to the City's satisfaction. The Arborist will use the following criteria to determine when a permit fee and/or a minimum deposit will be required:

- In all cases where tree pruning or removal work is done in unopened rights of way, the Arborist will require a permit fee of \$135.00, a mapping fee of \$30.00, and a minimum \$450.00 deposit.
 - Where pruning or removal of trees on the planting strip requires specialized equipment or the services of a tree service company, a permit fee of \$135.00, a mapping fee of \$30.00, and a deposit of \$450.00 will be required, (unless the tree service company uses equipment with a valid annual permit registered with our Street Use section). In such cases the Arborist will waive additional permit fees. However, a permit is still required for each individual job performed by the company.
 - The Arborist may waive the permit fee if pruning or removing a tree does not require the use of any specialized equipment or the services of a hired person(s).
 - If traffic lanes or streets must be closed, a traffic plan is required. The fee will not be waived for permits requiring a traffic control plan.
4. All permits issued for fee shall be picked up by the tree service company performing the work, or the property owner, at the Street Use Permit Counter located on the 37th Floor of the Seattle Municipal Tower, 700 – 5th Avenue. The Permit Counter is open Monday through Friday from 8:00am until 5:00pm, but permits are not issued after 4:30pm.
 5. The contractor or citizen will be required to maintain a safe work area and protect the public at all times. All tree removals must be flush to the ground, or the tree stumps must be ground to a minimum of six inches below grade. All debris must be cleared and removed from the right of way area.

www.seattle.gov/transportation



City of Seattle
Seattle Department of Transportation

Gregory J. Nickels, Mayor Grace Crunican, Director

700 5th Avenue, Suite 3900
P.O. Box 34996
Seattle, WA 98124-4996
(206) 684-ROAD (7623)

All permitted work must be completed within 60 working days from start to completion of work. To initiate a Tree Pruning or Tree Removal Permit, please complete the attached form and return it to the City Arborist Office.

Please address all correspondence to:

City Arborist Office
Seattle Municipal Tower
700 – 5th Avenue, Suite 3900
P.O. Box 34996
Seattle, WA 98124-4996

Tree Removal Procedures

1. Make an application for removal with the City Arborist's office at (684-7649).
2. Meet the following conditions for removal.
 - Tree must exhibit conditions which would merit removal. Nuisance or correctable conditions may not be considered reasons for removal. Nuisance conditions may include, but are not limited to, sidewalk conflicts, insect infestations, excessive leaf/fruit/litter drop, manageability under power lines, sewer conflicts, and/or blockage of light.
 - Make appropriate neighborhood notification (extent determined by Arborist's Office). The Arborist's Office can provide you with a draft notification form on request.
 - Send verification of notification to Arborist's Office – this should include addresses to which notification was made, date notification was made and nature of notification.
 - Comment period. Removal permits may be denied as a result of negative neighborhood feedback.
3. Permit will be issued or denied:
 - If issued, the contractor of choice is responsible for picking it up and paying any necessary fees at the Street Use counter – Seattle Municipal Tower 37th Floor, 700 5th Avenue. The Permit Counter is open Monday through Friday from 8:00am until 5:00pm, but permits are not issued after 4:30pm.
 - If the tree removal permit is denied, you will be informed as to the reason(s) the permit was denied. If you like, you may submit additional information.

- Tree replacement. If the planting site meets minimum standards, the tree must be replaced. Replacement trees shall be a minimum of 1½ inch caliper, and shall be selected from the approved street tree list, or shall be approved by the City Arborist.
- 5. Stump removal. All stumps shall be removed to below ground level. Depth of removal will depend on proposed location of replacement tree.



SDOT
Seattle Department of Transportation
Street Use
700 Fifth Avenue, Suite 3700
PO Box 34996
Seattle, Washington 98124-4996

TREE PRUNING/REMOVAL REQUEST INFORMATION

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

Please include zip code _____

1. Location of tree work if different from above address:

2. Are you the owner of this property? _____ or are you acting as the agent for the property owner? _____ if so, we must have the property owner's signature.

3. Is the work on the planting strip, or is it on an unimproved right-of way?

4. What is the purpose of work (View pruning, routine maintenance - thinning/removal of branches, removal of a dead/dying tree, or... something else)?

5. Would you like the Arborist or his representative to meet you on site? _____

6. Describe work requested and indicate the number and type of trees involved. Illustrate below or on the back to clarify if necessary.

7. Indicate the tree service you intend to contract for the requested work. Have you already contacted them? Company: _____

Phone: (____) _____ Contacted yet? _____

8. What is your start date? _____

DO NOT SEND MONEY
ALL FEES COLLECTED BY THE STREET USE PERMIT COUNTER